

REPRODUCTION SYSTEMS
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Mr. T. Nelson
Systems Consultant
Box 3
Schooleys Mountain, New J



Reproduction Systems

June 3, 1971

Mr. T. Nelson
Systems Consultant
Box 3
Schooleys Mountain, New Jersey

Dear Mr. Nelson:

Thank you for expressing interest in Reproduction Systems. We hope the enclosed information will be helpful to you.

Reproduction Systems is the result of the dedicated commitment of its parent, Transamerica Corporation, to the establishment and perpetuation of what is now the largest COM (Computer Output Microfilm) service network in the world. As a consequence of the multi-billion dollar resources of its parent, Reproduction Systems is able to offer the following advantages to its clients:

EXPERTISE. The field of COM requires expertise in such diverse fields as COM hardware, COM software, EDP hardware, EDP software, microfilm processing, and microfilm technology, and, in each of these areas, the maintenance of high standards of quality control. Only a company with resources such as Reproduction Systems can afford the necessary, various people capable of providing all the services to which you are entitled.

PRICE. Reproduction Systems services are offered at the lowest price consistent with its self-imposed standards for quality and service excellence. By maintaining its posture of utilizing state of the art equipment and techniques, coupled with the advantages of its massive purchasing power, and passing on to its clients the resultant economies. Reproduction Systems shall continue to offer unexcelled values in its micrographic services.

DEPENDABILITY AND STABILITY. By virtue of its physical and personnel resources, and the financial strength of its parent and itself, Reproduction Systems is uniquely qualified to assure reliability -- fully responsive to the needs of its clients -- for quality work, picked up, processed, and delivered on time, every time.

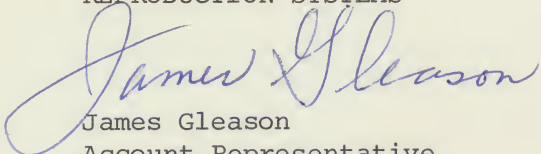
SERVICE AND QUALITY. Reproduction Systems is dedicated to the concept of service and quality, realizing that all of its resources, expertise, and equipment are solely for the purpose of providing its clients with the highest quality work and the ultimate in service.

Mr. T. Nelson
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If we can give you more information about our company or if you wish someone to stop by, kindly let us know.

Very truly yours,

REPRODUCTION SYSTEMS


James Gleason
Account Representative

JG:ps

Enclosure

How Reproduction Systems'

COM SERVICE

can save you time, space & money



RS serves the
complete microfilming
needs of business,
industry and institutions.

Reproduction Systems



A Microfilm Service of
Transamerica Corporation

What exactly is COM?

COM—a name which could mean thousands of dollars in savings to you—stands for Computer Output Microfilm. COM is a microfilm copy of data recorded on the computer's magnetic tape.

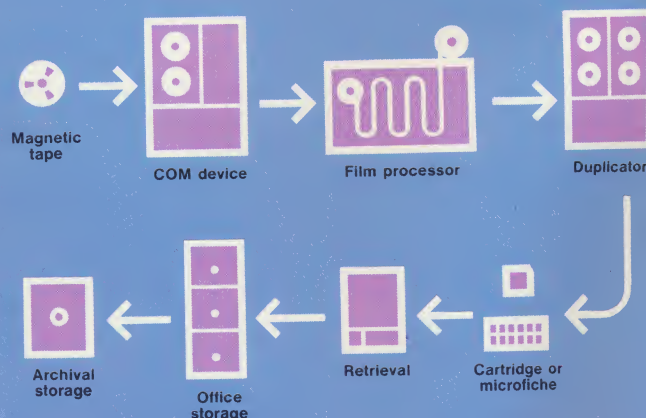
Instead of appearing on a printout, data is converted by COM directly from tape to microfilm, bypassing the paper state completely.

How can COM save you money?

- By recording data 20 to 60 times faster than a line printer, COM frees your computer to compute—not typewrite. COM records a 1-hour printout job in less than 2 minutes.
- COM files require only 2% of the space needed for paper. A 2,000 page printout report occupies about 2 cubic feet. The same report, on microfilm, occupies less than 16 cubic inches.
- Cost of COM material is low. One thousand frames of microfilm cost only about \$1.50.
- COM generates multiple copies of reports very inexpensively—about 1/10 the cost of paper—with the last copy as sharp and clear as the first.
- COM cuts data retrieval time dramatically. A 2-minute printout lookup can take only 12 seconds on a COM data terminal.

**COM is 50 times faster,
takes only 2% of the space
required by paper systems...**

RS's fast, efficient COM sequence:



Typical COM applications:

Accounting

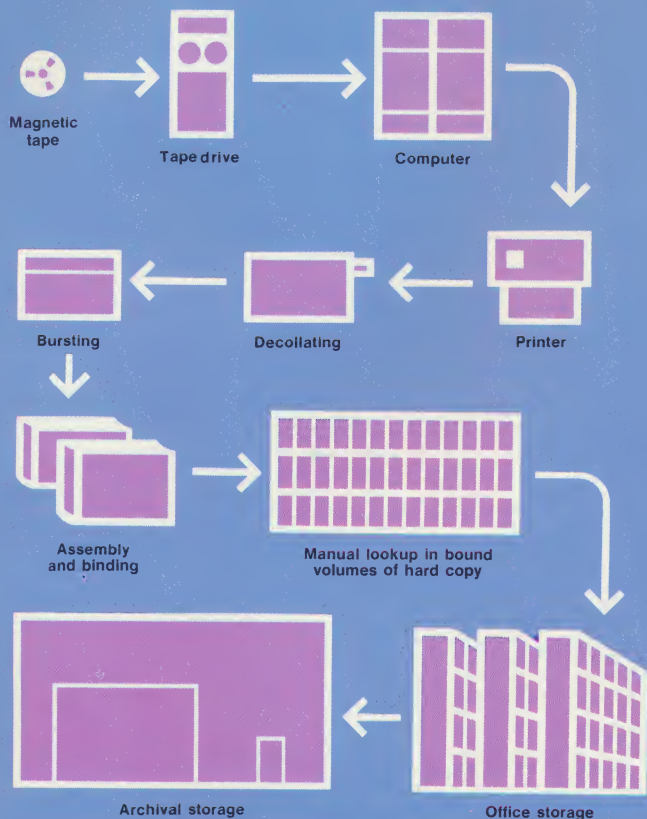
Summarized parts usage
Summarized parts lists
Accounts payable lists
Accounts receivable lists
Vendor invoices files
Items to be paid reports
Items paid reports
Check ledgers
Trial balances
Delinquency reports
Customer status files
Job accounting files
Accounts payable summaries

Accounts receivable summaries
Adjustment reports
Payroll and labor
accounting summaries

Sales

Sales accounting files
Sales forecasting
Order allocation reports
Territory and salesman reports
Sales orders break-out reports
Customer name and address files
Sales analysis summaries
Sales forecasts

The time-consuming paper sequence:



Do you need COM?

If most of the following conditions apply, then COM definitely can save you money.

- Your operation involves such applications as customer directories, account numbers, parts lists, price lists, billing and payroll registers, accounts receivable or payable, inventory reports, customer histories, sales analyses, and the like. (Check the list at left for more detailed applications).
- Integrity of your files is vital.
- You need one-day turnaround.
- Fast lookups are essential.
- Paper storage is a problem.
- You often need duplicate reports.
- You don't want to invest in costly equipment.
- Your data volume is relatively high, with reports running about 1,000 pages or more.

Purchasing

Required requisition reports
Buy order reports
Buy requisition reports
Purchase order reports
Rejection reports
Completed receiving reports
Rejected purchase order reports
Vendor expedite notice reports
Buyer analysis reports
Vendor files
Personnel files
Merchandise control reports
Daily receipts reports

Treasury

Stockholder information reports
Capital assets reports
Funding projections

Personnel

Personnel files
Payroll and benefit files
Personnel reports
Merchandise control reports



What does Reproduction Systems offer?

In a word, our service provides all the money-saving benefits of COM without your having to invest at least \$60,000 in COM equipment, or hire several highly-trained specialists to man the COM device and process the microfilm.

We provide something else, too—the stability of a truly competent and properly oriented service organization. Unlike the hundreds of inadequately equipped, thinly staffed and under-capitalized COM service organizations which have appeared since 1965 and then closed their doors and disappeared, Reproduction Systems has become the largest organization of its kind, currently operating centers throughout the United States as well as in Canada. Squarely behind us is Transamerica Computer Company, of which we are a part, and our corporate parent, Transamerica Corporation, one of the world's foremost service-oriented companies.

Thus we offer you quality service based upon resources unmatched anywhere else: First, the finest equipment installed in modern production facilities. Second, personnel with the necessary expertise in systems and data processing to assist with indexing and data formatting and with formulating applications which might be utterly impractical without the unique capabilities of COM. And finally, a strong, stable organization dedicated to serving you on a long-term and continuing basis.





What does RS COM service include?

We offer a broad scope of micrographic services, including a complete range of COM and conventional processing, duplication, loading, labeling, etc.

We offer a complete line of excellent-quality microfilm at competitive prices as well as high-performance data retrieval terminals such as the NORTHSTAR 1 16mm cartridge reader which is completely operator-oriented, with fully automatic load and unload and with a big 14 by 14 inch screen which displays a page of data with the best optics in the industry. We also supply comparably outstanding fiche readers.

Primarily, of course, we offer the COM service sequence which provides you with perfect conversion of tape to microfilm overnight.

Here is what you can expect from us:

1. Systems analysis

Our skilled specialists analyze your individual needs and recommend the most effective systems and format, 16mm rolls, 16mm cartridges, microfiche, aperture cards or microstrip. A single 100 ft. cartridge contains the images of up to 3,000 full-size printout pages. One 4 by 6 fiche can contain up to 240 page images. The other formats, designed to fill particular needs, also represent similar space savings. In most cases, no reprogramming of your present system is necessary, but should the need arise, we provide the appropriate software or consult with your programmer to assist him in the program changes.

2. Tape conversion

The day your custom-designed system goes into operation, our bonded courier picks up the first batch of computer tape from you and brings it to our Service Center where it is fed immediately into a COM conversion device. This unit—a true electronic wonder—converts the data on your tape directly to microfilm at up to 50,000 lines per minute—60 times faster than paper printouts. Extremely versatile, it is capable of tracing forms images, rulings, titles, etc., from tape impulses after simple programming, and also can plot bar graphs, curves and pie graphs directly onto the microfilm.



3. Microfilm processing

The exposed microfilm is then removed from the COM device and taken to our fully-automated laboratory where it is processed under the supervision of expert technicians.

4. Quality control

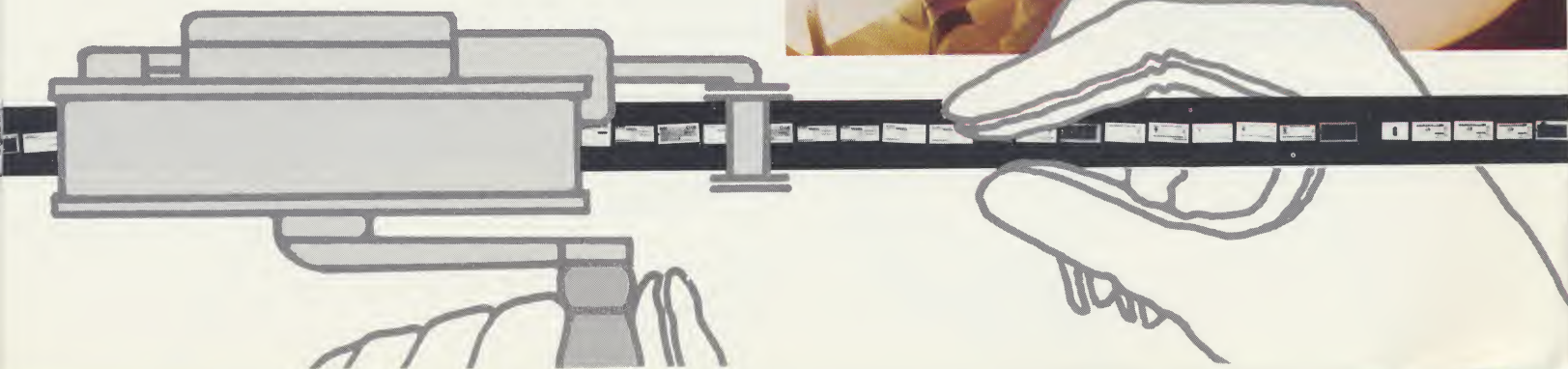
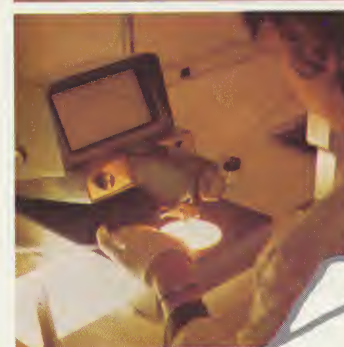
The processed microfilm then moves directly from the lab to a quality control station where it is closely inspected for imperfections. If the image is defective, the film is reprocessed.

5. Production of copies

When copies of your film are needed for distribution, they are made at this stage of the operation. One or one thousand copies can be produced rapidly and inexpensively. And the one-thousandth copy will be just as crisply defined as the original. This, of course, is in contrast to computer printout duplication which requires continuous reprinting onto carbons—a situation which literally turns your computer into the most expensive typewriter known to man.

6. Quality control

Each copy of your film is then inspected with the same expert care the original received. We are proud of the quality control standards we maintain. There are none higher in the industry.





7. Loading or cutting

The next step is loading or cutting the microfilm, depending upon your format. For example, 16mm film is loaded onto spools or cartridges and 105mm film is cut into microfiche.

8. Indexing and labeling

Microfilm cartridges are then indexed and labeled. Fiche is given an eye-readable label which, together with indexing and coding programmed onto the film during conversion, assures extremely rapid retrieval of data.

9. Delivery

Next in the COM sequence is delivery by bonded courier of your processed microfilm ready for storage or instant lookups on a data retrieval terminal. Complete turnaround time is usually 1 day. Even faster service may be arranged in an emergency.

10. Continuing service

Our service does not end with the delivery of your processed COM microfilm. We are vitally interested in making certain that your COM program works—and keeps working most effectively. Our systems specialists stand ready to review your operation at regular intervals or as new COM applications appear. All of our facilities—and skilled personnel—are at your disposal whenever we may be of assistance.



Reproduction Systems

A Microfilm Service of
Transamerica Corporation



Can COM work for you?

The major benefits enjoyed by current users of COM—mainly cost reduction and increased utility—are the result of informed management decisions to utilize COM. With no major capital outlay for equipment, no major software to develop, they have, with the help of our systems specialists, made the changeover, usually one application at a time. They are now enjoying:

- cost reduction in the form of computer time
- reduction or elimination of forms cost
- reduction or elimination of manual or semi-automatic operations associated with paper reports such as decollating, bursting, and binding
- reduction in distribution time and costs
- increased utility in the form of better access to print-out data—more data closer at hand and the ability to locate desired data more quickly through improved data organization and advanced indexing techniques.

If your operation involves some of the applications listed earlier, it is probable that our COM service can work for you—very profitably. A call is enough to bring a systems specialist to your office for a preliminary survey, without obligation, of course.

If he determines that COM might benefit you, further feasibility studies of specific applications will be made, possibly including the actual conversion of reports onto COM microfilm for your own systems and data processing people to evaluate. Again, there is no cost or obligation for these investigatory services.

If no COM applications appear to exist, we will be frank to tell you so. If they do, we will provide you with figures on implementation times, plus firm cost and savings projections.

Call or write today. In case there is no RS COM Center in your city, contact the Main Office in San Francisco. We have many by-mail clients who enjoy essentially all the same benefits offered by local centers.

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